COUNCIL MEETING MINUTES — January 27, 2009
LANDMARK BELVEDERE - STRATA PLAN VR 408

HELD:
7:00 – Unit # 202
330 East 7th Avenue
Vancouver, BC

2008 / 2009
STRATA COUNCIL

PRESIDENT
Christa Kaufmann

TREASURER
Colleen Browning

AT LARGE
Alex Forest
Gary Ouimet
Richard Lien
Mandy Sarfi

ATIRA MANAGEMENT
120 Columbia St.
VANCOUVER, BC V6A 3Z8
(as of October 1, 2007)

STRATA MANAGER
Karmel Aberly

Office: (604) 439-8848
Fax: (604) 439-8804
E-mail:
karmel@atira.ca

Strata Manager Assistant
Oxana Soliar
oxana@atira.ca

PRESENT:	REGRETS:
Christa Kaufmann	Alex Forest
Colleen Browning	Gary Ouimet
Mandy Sarfi	Richard Lien

Karmel Aberly (referred to as S/M in minutes)

(1) CALL TO ORDER
The meeting was called to order at 7:03 pm by Strata Manager, Karmel Aberly. A quorum was established.

(2) GUESTS
None

(3) APPROVAL OF PREVIOUS COUNCIL MINUTES
It was moved and seconded to adopt the minutes of the Council meeting of November 25, 2008. **CARRIED**

(4) FINANCIAL REPORT

(4.1) FINANCIAL STATEMENTS
The financial statements for October 2008 were received and adopted. Colleen Browning had some questions regarding the November 2008. The S/M will get back to her regarding the requested information.
CARRIED

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

(5.1) Gas Fireplaces
This issue is still ongoing. The S/M will check out another company

(5.2) Laundry Room Upgrade
This renovation has begun. The fan switch has been separated from the light switch. The painting and the flooring will take place the second week of February and the new laundry machines installed.

(5.3) Parkade Leaks
This project is on hold until after the plumbing project is completed.

(5.4) RFP & RFQ
Responses were received from five companies. The process is set. One of the engineers will be visiting the building on February 5th. The S/M will show them around.

(5.5) Old Landscape Company
An invoice was received from the previous landscape company. It covers the last two years. Council asked that it be emailed to them for review.

(5.6) New Landscape Company
Council asked for more detailed invoicing. They also asked that if he is going to carry forward hours from one month to the next he must record this in his invoice.

(5.7) New Carpet for Common Areas
Council inquired about the new carpet for the stairwells and the parkade level entrance to the building. The Company said it would not be ready until the end of January. The S/M is to inquire if it has been received and arrange an installation date.

(5.8) Centre Stairwell
Council inquired if a quote was received for painting the centre stairwell. The S/M has requested one but had not received it at this time. S/M is to contact the contractor again.

(5.9) Bylaws
Council has received an electronic copy of the bylaws. Any owner wishing to have a PDF copy can request one from the S/M, in writing.

(5.10) Planters by Front Doors
These planters are in terrible shape. The S/M will ask the contractor currently working on the laundry room project to replace the broken boards with new ones, remove some of the soil and replace it with cedar bark chips to discourage neighbourhood cats.

(6) NEW BUSINESS

(6.1) New Council Member
Mandy Sarfi has joined Council. This appointment was approved by the Council members previous to this meeting via email.

(6.2) Insurance Premium
The strata's insurance has been renewed. The new premium is $15,815.00. Please note that the deductible for water damage has increased to $10,000. Please ensure your home owners insurance covers this large a deductible.

(6.3) Updated Rentals List
An owner requested to be added to the waitlist. The S/M gave the Council an updated list. There are now seven owners on the waitlist. The S/M is to check with one of the owners currently using one of the rental spots to see if he intends to re-rent his unit.

(6.4) Audit
A draft copy of the audit was given to the Council for review.

(6.5) Snow Removal
Council requested that the S/M get a quote for snow removal. City regulations require that snow be removed from sidewalks adjacent to the building by 10:00 am.

(6.6) Fence
Several owners signed a petition to have the fence replaced. As this is a very expensive project the Council asked the S/M to get three updated quotes for a fence that can be removed when the membrane work is being done. These quotes will be prepared for the Annual General Meeting.

(6.7) Ceiling Tiles
The ceiling tiles in the parkade entrance area are dirty and a few have holes. The S/M is to get a quote for replacing them.

(6.8) Uninsured Vehicles
Any owners with vehicles that do not have a valid insurance sticker on its license plate must provide proof of valid storage insurance before February 28, 2009 to the S/M. Any owners that do not provide this information will have their vehicles towed.

(6.9) HSBC Account
The strata still has some funds in a HSBC account. Most of the people that have signing authority for this account have sold and left the building. The current Council is still trying to locate one of the signers that still lives in the area.

(6.10) Wood Fireplaces
It is time to have the wood fireplaces/chimneys inspected. The S/M will arrange and contact the owners that have wood fireplaces.

(6.11) Visitor Parking
Council requested that the S/M get three signs to post on the walls to indicate which spots are for visitors. Please note that owners are not to park in these stalls.

(6.12) Water Test
Milani Plumbing Drainage and Heating sent a sample of water from the boiler to be tested to ensure the system has the proper percentage of chemicals. The results came back and everything is fine.

(7) CORRESPONDENCE
A request was received from an owner that wishes to rent their suite during the Olympics. Council did not approve this request as short term rentals are not permitted in the building as the strata is not zoned for short term rentals [hotel use]. A rental must have a minimum length of one year.

An owner requested to be added to the rentals waitlist. This was done.

An owner wrote to inform the Council about some cosmetic renovations in their suite.

(8) NEXT COUNCIL MEETING
The next meeting will be the budget meeting on March 3, 2009 starting at 7:00 pm in the unit 202.

(9) ADJOURNMENT
There being no further business, the meeting was adjourned at 8:56 pm.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

Please address all correspondence to Atira Property Management, Attn: Karmel Aberly

Water Damage Deductible

The Strata's insurance was renewed for December 31, 2008 to December 31, 2009. Please note that the deductible for water damage has increased to $10,000. Please ensure your home owners insurance covers this large a deductible.

Uninsured Vehicles

Any owners with vehicles that do not have a valid insurance sticker on its license plate must provide proof of valid storage insurance before February 28, 2009 to the S/M. Any owners that do not provide this information will have their vehicles towed.

Entering/Exiting the Building

When entering or exiting the building using the front entrance, please do not stand around on the ramp area having conversations. Voices carry and it is very disruptive to the residents in that area. Please be aware, for privacy reasons, that your conversations are being overheard by your neighbours.

COUNCIL MEETING MINUTES — March 3, 2009
LANDMARK BELVEDERE - STRATA PLAN VR 408

HELD:
7:00 – Unit # 108
330 East 7th Avenue
Vancouver, BC

2008 / 2009
STRATA COUNCIL

PRESIDENT
Christa Kaufmann

TREASURER
Colleen Browning

AT LARGE
Alex Forest
Gary Ouimet
Richard Lien
Mandy Sarfi

ATIRA MANAGEMENT
120 Columbia St.
VANCOUVER, BC V6A 3Z8
(as of October 1, 2007)

STRATA MANAGER
Karmel Aberly

Office: (604) 439-8848
Fax: (604) 439-8804
E-mail:
karmel@atira.ca

Strata Manager Assistant
Oxana Soliar
oxana@atira.ca

PRESENT:
Christa Kaufmann
Colleen Browning
Mandy Sarfi
Richard Lien
Karmel Aberly (referred to as S/M in minutes)

REGRETS:
Alex Forest
Gary Ouimet

(1) CALL TO ORDER
The meeting was called to order at 7:06 pm by Strata Manager, Karmel Aberly. A quorum was established.

(2) GUESTS
Ellen Dlin from 101

(3) APPROVAL OF PREVIOUS COUNCIL MINUTES
It was moved and seconded to adopt the minutes of the Council meeting of January 27, 2009. **CARRIED**

(4) FINANCIAL REPORT

(4.1) FINANCIAL STATEMENTS
The financial statements for December were received and adopted. Colleen Browning asked about invoice 252 for $640. She did not receive a copy with her statements. The S/M will email a copy to her. The January statements were tabled to the next meeting as Colleen received them yesterday and did not have time to review them. The S/M is to check that the strata was reimbursed for the insurance deductible from a flood last year and to insure it was posted to the right account. **CARRIED**

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

(5.1) Gas Fireplaces
Tabled

(5.2) Laundry Room Upgrade
This renovation did not go as smoothly as hoped. The new dryers didn't arrive with the washers; a couple of electrical outlets required repairs and the sink and counter took longer than expected. The S/M will meet the contractor on site to discuss deficiencies.

(5.3) New Carpet for Common Areas
The new carpets were installed in the three stairwells and the parkade level entrance. The mats for the parkade entrance were not delivered. The S/M will contact the company to investigate.

(5.4) Centre Stairwell
The centre stairwell walls have been painted. The trim will be painted shortly.

(5.5) Planters by Front Doors
The planters will be removed when the fence is installed. The earliest this could happen is June. In the meantime the planters will be repaired with plywood painted to match to make the area tidy and keep the soil from spilling out.

(5.6) Signs for Visitor Parking
The signs will cost $55 each plus taxes. The Council decided to add to the notice that vehicles parked in visitor parking must display a notice on the dash stating what unit they are visiting in case a problem arises and the visitor needs to be contacted.

(5.7) Wood Fireplaces
Tabled

(5.8) HSBC Account
Tabled

(5.9) Fence
The S/M met on site with a fence company. Some questions asked by the company; are the arbors and trellis staying, does the fence have to follow the exact line now or can it be straightened out in places, paint it the same colour or leave natural, planter on patios replaced? As there are plans to remove the landscaping in the back so the membrane can be repaired there is no need to replace the arbors and trellis at this time.

Restoratech had put in a bid a couple of years ago. The S/M requested an updated quote from them.

(5.10) Snow Removal
Snow removal was quoted at $200 a removal plus extra for salting. The Council decided this was a god idea and a snow removal budget was added to the new budget.

(5.11) Plumbing Project
March 12th is the deadline for submitting proposals. Two companies have declined to quote the study. The S/M is to contact the companies to remind them of the deadline and to see if they require any more information.

(6) NEW BUSINESS

(6.1) Budget
The S/M presented the Council with a proposed budget. After some discussion and changes it was decided to present a budget with a 0% increase at the AGM.

(6.2) Elevator Repairs
On February 14th someone got stuck in the elevator. the elevator company was called but they couldn't get to the site for an hour and a half. The fire department was called and the person released. When Richmond Elevator arrived on site he changed two faulty relays and the main contacts for the large contractor in the control panel

(7) CORRESPONDENCE
An owner wrote to request a hardship rental. This was approved by Council for a one year term.

A first floor owner wrote to inquire about the new fence and how it will affect their unit. The new fence will be 4' of solid cedar with 1' of lattice on top. No trellis will be allowed to add height and no plants will be allowed to grow on the fence.

An owner wrote to inform the Council that they would have trades people working in their unit and appliances would be delivered.

An owner wrote to complain about a neighbour that leaves several pairs of footwear in the hallway. A letter had already been sent requesting that the owner not leave footwear in the hall. As the owner continues to leave their footwear in the common hallway the Council decided that this owner should be fined.

An owner wrote requesting permission to have a dog in their unit. Permission was granted by Council.

An owner wrote about bamboo growing in the planters and concerns re damage from the bamboo. This will be removed when the landscaping is removed from the back

An owner wrote to request to go on the rentals waitlist. Their name was added

An owner wrote to say he intends to re-rent his suite so would like to remain on the rental waitlist.

(8) NEXT MEETING
The next meeting will be April 7th, 2009 starting at 7:00 pm in unit 108.

(9) ADJOURNMENT
There being no further business, the meeting was adjourned at 9:15 pm.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

MINUTES OF THE ANNUAL GENERAL MEETING

STRATA CORPORATION – VR 408
330 East 7th Avenue, Vancouver, BC

Tuesday, May 19, 2009 at 7:00 p.m.
Lobby – 330 East 7th Avenue, Vancouver BC

Quorum/Attendance

The Strata Property Act states that a quorum of owners shall be present, in person or represented by proxy, holding no less than one-third of the ownership entitled to vote at the meeting. The roll was then taken by Karmel Aberly of ATIRA Property Management Inc., who advised that twenty-four (24) owners were represented this evening; 14 in person and 10 by proxy. With 53 units, a third being 18, a quorum of owners was deemed present.

For a ¾ vote resolution to be carried there must be a minimum of 18 owners voting in favour of the resolution.

Call to Order

The Annual General Meeting of Strata Corporation VR 408 was called to order at 7:00 p.m.

Elect Chairperson for Meeting

The Council President and remaining Council members declined to chair the meeting and requested that Karmel Aberly (Strata Manager) chair the meeting; there being no objections from the floor the meeting continued.

Notice of Meeting

The Strata Property Act states that it must be established that proper notice was given for a General Meeting in order for it to proceed. The Act states that 14 days hand-delivered notice or 20 days mailed notice is required. Notices for this meeting were mailed to all Owners by April 30, 2009, which meets the 20 day notice requirement. The Property Manager asked for a motion to accept the proof of notice.

It was moved by 311, seconded by 208 and CARRIED BY ALL to approve the Proof of the Notice of meeting dated April 30, 2009.

The Property Manager indicated that the meeting was deemed competent to proceed as the notice requirements had been met.

Approval of the Agenda

It was moved by 311, seconded by 202 and CARRIED BY ALL to approve the agenda as presented.

Approval of the 2008 Annual General Meeting Minutes

It was moved by 311, seconded by 303, and CARRIED BY ALL to approve the minutes of the Annual General Meeting held April 23, 2008.

Unfinished Business from the 2008 AGM

There was no unfinished business from the 2008 AGM.

Chairman's Report

Christa Kaufmann thanked the outgoing Council members for their contribution during the year.

2009/2010 Proposed Operating Budget

There was very little discussion regarding the proposed budget as there was no proposed increase. The strata fees remain the same.

With a vote of 23 in favour, 0 against and 1 abstention the motion passed as the motion required 12 votes in favour to pass.

Annual Report on Insurance

Included in the notice of meeting package were details of the Insurance for the Strata Corporation. The Strata Property Act requires the Council to report on the insurance coverage to the Owners annually at the AGM. Please keep the insurance documents that were included in your AGM Notice of Meeting package, as you may need them when you are renewing your mortgage or obtaining homeowner's insurance.

¾ Vote Resolution # 1 – Contingency Expenditure

Whereas a strata corporation may expend monies from the contingency reserve fund by way of a special resolution at a general meeting;

And Whereas the Owners', Strata Plan VR 408 wish to expend monies from the contingency reserve fund to replace the perimeter fence.

Be It Therefore Resolved by a ¾ vote that the owners of Strata Corporation VR 408 approve an expenditure from the contingency reserve fund of not greater than $52,000.00 to replace the perimeter fence.

With a vote of 22 in favour, 2 opposed and 0 abstentions the motion passed as the motion required 18 votes in favour to pass.

¾ Vote Resolution # 2 - Transfer of the 2008 Prior Period Deficit from the Contingency Reserve Fund

To approve a ¾ vote resolution to be passed by the owners of the Strata Corporation VR 408 on May 19, 2009.

Be It Therefore Resolved by a ¾ vote of the Owners', Strata Plan VR 408 (the "Strata Corporation"), at this Annual General Meeting held May 19, 2009 that:

- The 2007 / 2008 budget deficit be transferred from the Contingency Reserve Fund.

With a vote of 23 in favour, 0 opposed and 1 abstention the motion passed as the motion required 18 votes in favour to pass.

¾ Vote Resolution # 3 – Transfer of Operating Surplus/Deficit

To approve a ¾ vote resolution to be passed by the owners of the Strata Corporation VR 408 on May 19, 2009.

Be It Therefore Resolved by a ¾ vote of the Owners', Strata Plan VR 408 (the "Strata Corporation"), at this Annual General Meeting held May 19, 2009 that:

- Any operating surplus from the 2008 / 2009 fiscal year end be transferred from the operating fund to the Contingency Reserve Fund.
- Any operating deficit from the 2008 / 2009 fiscal year end be transferred from the Contingency Reserve Fund to the operating fund.

With a vote of 23 in favour, 0 opposed and 1 abstention the motion passed as the motion required 18 votes in favour to pass.

¾ Vote Résolution # 4 – Transfer of Special Levy Surplus

To approve a ¾ vote resolution to be passed by the owners of the Strata Corporation VR 408 on May 19, 2009.

Be It Therefore Resolved by a ¾ vote of the Owners', Strata Plan VR 408 (the "Strata Corporation"), at this Annual General Meeting held May 19, 2009 that:

- Any surplus from the Re-roofing Project Special Levy be transferred to the Contingency Reserve Fund.

With a vote of 24 in favour, 0 opposed and 0 abstentions the motion passed as the motion required 18 votes in favour to pass.

New Business

There was some discussion about the work that is being planned for the back area of the building. In order to stop the leaks in the parkade the membrane must be repaired. This will require the removal of the back fence and all the vegetation in that area. This work will be checked into in more detail once the re-pipe work is completed. The engineer's report about the re-pipe project has not been received as of this date. It will be forwarded to the Council once it is received.

Election of Strata Council

The following owners volunteered to be on Council for the 2009 / 2010 term:

Wendy Deakins	unit 303	Kathryn Hughes	unit 116
Sean Eliuk	unit 316	Alex Forrest	unit 111

Adjournment

There being no further business it was motioned, seconded, and CARRIED to adjourn the meeting at 8:57 p.m.

Respectfully Submitted by Karmel Aberly,
Strata Manager ATIRA Property Management Inc.
405 Powell Street, Vancouver, BC V6A 1G7
Direct Line: 604.215.7229, Main Phone: 604.439.8848, Fax: 604.439.8804
Email: karmel@atira.ca
on behalf of the Strata Corporation Landmark Belvedere VR 408

COUNCIL MEETING MINUTES — April 16, 2009
LANDMARK BELVEDERE - STRATA PLAN VR 408

HELD:
7:00 – Unit # 202
330 East 7th Avenue
Vancouver, BC

2008 / 2009
STRATA COUNCIL

PRESIDENT
Christa Kaufmann

TREASURER
Colleen Browning

AT LARGE
Alex Forest
Gary Ouimet
Richard Lien
Mandy Sarfi

ATIRA MANAGEMENT
120 Columbia St.
VANCOUVER, BC V6A 3Z8
(as of October 1, 2007)

STRATA MANAGER
Karmel Aberly

Office: (604) 439-8848
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karmel@atira.ca

Strata Manager Assistant
Oxana Soliar
oxana@atira.ca

PRESENT:	REGRETS:
Christa Kaufmann	Richard Lien
Colleen Browning	Gary Ouimet
Alex Forest	Mandy Sarfi

Karmel Aberly (referred to as S/M in minutes)

(1) CALL TO ORDER
The meeting was called to order at 7:03 pm by Strata Manager, Karmel Aberly. A quorum was established.

(2) GUESTS
None for this meeting

(3) APPROVAL OF PREVIOUS COUNCIL MINUTES
It was moved and seconded to adopt the minutes of the Council meeting of March 3, 2009. **CARRIED**

(4) FINANCIAL REPORT

(4.1) FINANCIAL STATEMENTS
The financial statements for January and February were received and adopted. **CARRIED**

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

(5.1) Gas Fireplaces
The S/M contacted a company that installs thermostats. They will meet on site with a Council member to review the make and model of the fireplaces before giving a quote for the work.

(5.2) Laundry Room Upgrade
The new dryers have been ordered and should be installed soon. Two of the washers will be exchanged so that all four are the same design.

(5.3) Mats for Parkade Entrance
The S/M showed the mat samples to the Council. They chose a green Style Point mat with a black heavy duty trim. The S/M will order it.

(5.4) Wood Fireplaces
The inspection of the wood fire places was scheduled for April 11th, 2009. Four units were not available. The company will be calling these residents to arrange for the inspection. As this is a mandatory inspection it would be appreciated if these residents made arrangements with the company when they are contacted.

(5.5) HSBC Account
Tabled

(5.6) Fence
Three companies quoted to replace the fence; Accurate Cedar, The Fence Man and DRVO Contracting. Restoratech had put in a bid a couple of years ago. The S/M requested an updated quote from them but did not receive one. The Council chose Accurate Cedar for the project. Permission to take the funds from the CRF will be sought at the AGM

(5.7) Plumbing Project
Morrison Hershfield was chosen as the engineering company to do the plumbing study and oversee the project.

(5.8) Stairwells' Trim
The trim in the centre stairwell will not be painted at this time. The contractor was asked to match the paint in the centre stairwell with the end stairwells. The trim in the end stairwells looked like it had not been painted so he did not include the trim in his quote. As the trim in all the stairwells is in poor shape the Council is recommending to the new Council that will be elected at the AGM to look into replacing the trim in all three stairwells in the next fiscal year.

(6) NEW BUSINESS

(6.1) Balconies
If you have any balcony problems please mark them on the sheet of paper posted by the mailboxes so all the balconies with problems can be inspected during one site visit.

(6.2) Retaining Wall at East End of Building
This retaining wall will be repaired when the fence is replaced.

(6.3) Elevator
There have been four incidents of people getting stuck in the elevator since February 14th. The S/M will contact Richmond Elevator to request a detailed report.

(6.4) Noisy Water Pipes
These noises will be investigated by the mechanical engineer that was hired to do the re-pipe study. The likely cause of this noise is air in the pipes. The source of the air is very difficult to find and will need to be addressed when the re-pipe work is done.

(7) CORRESPONDENCE

The owner that wrote to say he intended to re-rent his suite did so as of March 15, 2009. A Form K was supplied to the S/M.

An owner wrote to complain about the squeaky fan on the second floor. Milani's Plumbing came on site and serviced the roof top fan.

An owner wrote to complain about the fluctuations in the hot water when having a shower. The S/M checked with Milani's and was told that if this happens in one or two suites then there is a problem with their taps and they should be replaced. He said if the whole building has a problem then they will come on site to investigate.

The owner that had the shoes in the hall asked to have the fine reversed as he claimed he didn't receive the first warning letter and he promised not to leave shoes in the hall again. Council decided to reverse the fine as the shoes were removed.

An owner reported that the pipe above their parking stall drips water on their vehicle. The water is from condensation not a leak. The Council decided that having the pipe insulated would be the easiest and most cost effective way to solve the problem.

(8) NEXT MEETING
The next meeting will be the AGM on May 19, 2009 starting at 7:00 pm in the lobby.

(9) ADJOURNMENT
There being no further business, the meeting was adjourned at 9:03 pm.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

Please address all correspondence to Atira Property Management, Attn: Karmel Aberly